



SITE PLAN REVIEW APPLICATION

Office of the City Planner
200 E. Court St., Suite 410
Kankakee, IL 60901
P: 815-436-9485

Instructions:

Application: Applications for site plan approval shall be filed with the Planning Department, typically at the time of application for a building permit, for properties noted below, involving any exterior construction.

- Planned Development (any zoning district)
- R-3 Multi-Family Residential
- C-1 Neighborhood Commercial
- C-2 Service Commercial
- C-3 Central Commercial
- I-1 Light Industrial
- 1-2 Heavy Industrial

Site Plan Submittal Requirements Checklist:

_____ **1.** Plans/Drawings (*the City prefers electronic submission (PDF), but will accept 11x17 or 24x36 drawings. If providing prints – 10 copies are required.*)

- ☐ A graphic depicting proposed development of the subject property.
- ☐ A current survey, certified by a registered land surveyor, of the subject property.
- ☐ Legal Description of property, including real estate tax number and common address.
- ☐ The names and contact information of any professional consultants advising the applicant with respect to the application.

_____ **2.** Proof of Ownership

- ☐ Legal document, such as a deed, title policy, contract to purchase, etc. to show ownership.
- ☐ The owner's name and address, and the owner's signed consent to filing of the application.
- ☐ The applicant's name and address, if different from the owner, and their interest in the subject property.

- _____ **3.** A description and / or graphic describing the proposal for which site plan approval is being sought and of the existing zoning classification, use, and development of the subject property.
- _____ **4.** A graphic rendering of the existing conditions, which depicts all significant natural, topographical, and physical features of the subject property including, drainage structure and pattern, relevant soil conditions, and topographical contours at one-foot intervals.
- _____ **5.** The location, use, size, and height in stories and feet of structures and other land uses on adjacent properties.
- _____ **6.** Data and related calculations concerning proposed structures and existing structures that will remain, including:
 - ☐ Location, size, use, and height;
 - ☐ Where relevant, gross floor area and floor area ratio;
 - ☐ Where relevant, number and size of dwelling units by dwelling unit type and number of bedrooms;
 - ☐ Building coverage;
 - ☐ Yard and setback dimensions and dimensions related to the height, width, and depth of any structure, as well as proximity to property lines; and
 - ☐ Required and provided off-street parking.
- _____ **7.** A vehicular and pedestrian circulation plan showing the location, dimensions, gradient and number of all vehicular and pedestrian circulation elements and proposed curb cuts.
- _____ **8.** All existing and proposed drainage, retention and detention facilities, and existing and proposed utilities and easements.
- _____ **9.** Location, size, and arrangements of all outdoor signs and lighting.
- _____ **10.** Location and height of fences or screen plantings and the type or kind of building materials or plantings to be used for fencing or screening.
- _____ **11.** Location, designation, and total area of all usable open space.
- _____ **12.** A detailed landscaping plan, showing location, size and species of all trees, shrubs and other plant material.
- _____ **13.** A traffic study, if deemed necessary by the Development Review Committee.
- _____ **14.** Reimbursement of Fees Agreement executed by the applicant.
- _____ **15.** For projects within the Kankakee Downtown Design District, building elevations and/or renderings showing building materials and consistency with the Downtown and Riverfront Design Guidelines.



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Office of the City Planner
850 N. Hobbie Avenue
Kankakee, IL 60901
P: 815-436-9485

Application Form (For Applicant/Agent To Complete):

Subject Property Information:

Address:	Zoning District:
Legal Description(can attach separate sheet):	Ten-Digit Tax Parcel Identification Number(s):

Applicant/Agent Information:

Name:	Phone:
Address:	Email:

Owner Information:

Name:	Phone:
Address:	Email:

Note: Attach letter or affidavit from property owner if different from applicant/agent

Project Info:

Proposed use of property:

Additional information or comments (optional):

Printed Name:

Date:

I hereby certify that I am, or represent, the legal owner of the property described above and do hereby submit this request to the Development Review Committee of the City of Kankakee, Illinois for consideration.

Signature:



City of Kankakee Planning & Zoning Division
200 E. Court St., Suite 410
Kankakee, IL 60901

POLICY FOR REIMBURSEMENT OF COSTS AND PROFESSIONAL FEES

The following firm, representative, agent or individual does hereby state that it understands that in order for the City of Kankakee to properly review and evaluate requests for a commercial or industrial planned unit development, conditional use permit, and/or map amendment it must necessarily utilize and engage the services of engineering, planning, legal, court reporting and other professional consultants. The Undersigned hereby agrees to pay to the City of Kankakee, by reimbursement, the reasonable fees incurred by the City for such services pertaining to the request of the Undersigned for a commercial or industrial planned unit development, conditional use permit, and/or substantive or map amendment. It is further understood and agreed that all invoices for such services shall be paid promptly when submitted, but not later than thirty (30) days, and that the obligation to reimburse the City is binding whether or not a planned unit development, conditional use permit, and/or substantive or map amendment is in fact approved.

(PLEASE PRINT)

DATE: _____

APPLICANT NAME: _____

FIRM NAME: _____

BILLING REFUND ADDRESS: _____

PHONE: _____

PROJECT: _____

PROJECT ADDRESS: _____

APPLICANT SIGNATURE: _____



PLAN REVIEW SUBMITTAL
CITY OF KANKAKEE
BUILDING & CODE DEPARTMENT
850 N. HOBBIE AVENUE, KANKAKEE, IL 60901
PHONE: 815.936.7390
Print or type all information requested

Project Information:

Date of Request:		
Name of Project:		
Location of Project:		
Contact Name:	Contact Phone Number:	Contact Email Address:

Party Responsible for Plan Review Fees:

Business Name:		
Contact Name:	Contact Phone Number:	Contact Email Address:
Address:	City/State:	Zip:

AUTHORIZATION: I understand that plan review fees must be paid upon receipt of the invoice.

_____	_____	_____
Printed Name	Signature	Date

Ordinance No. 2021-10 – Section 12.02 Site Plan Review

- A. Authority:** The Development Review Committee shall perform a site plan review for uses and developments requiring building permits for construction in the zoning districts noted in Subsection 12.2.C below. This will not include cases in which building permit applications are made only for the interior of a structure. In cases where a building permit application includes site development and interior or facade construction. Proposed improvements to the interior will not be part of the site plan review consideration. Site Plan Review Approval is not required for applications considered through a Conditional Use process, as those matters are reviewed during the City's review of the Conditional Use application. Applications for site plan review approval may be brought by the owner of a property, or persons with a contractual interest in a property, and having authorization of the owner.
- B. Purpose:** Site Plan Review addresses uses and developments appropriate for a zoning district but considers that there may be potential adverse impacts for how a site is designed or used, and that require a more detailed evaluation. The standards and procedures in this Subsection are designed to provide a thoughtful and efficient evaluation of such development applications.
- C. Site Plan Review Required:** The Development Review Committee shall conduct site plan review as outlined in this Subsection for sites located in the following zoning districts:
- Planned Development (any zoning district)
 - R-3 Multi-Family Residential
 - C-1 Neighborhood Commercial
 - C-2 Service Commercial
 - C-3 Central Commercial
 - I-1 Light Industrial
 - 1-2 Heavy Industrial
- D. Application:** Applications for site plan approval shall be filled with the Planning Department, typically at the time of application for a building permit for properties noted in Subsection 12.2.C-a above involving any exterior construction. Copies of the completed application, including all plans and drawings, shall be provided to all Development Review Committee members by the Planning Director at least five (5) business days prior to the relevant DRC meeting. Copies of the application shall also be provided to the Alderman or woman where the project is located, the Mayor, and the Planning Board Chair. Should any of these elected or appointed officials have a concern with the plans they shall provide their comments to the Planning Director in advance of the scheduled DRC meeting.
- E. Action by City:** Based on review of the application, the Development Review Committee will either: (1) approve the site plan as submitted; (2) approve it subject to conditions based on the standards noted below, with a written explanation to the applicant or (3) deny approval of the site plan with written findings provided to the applicant pursuant to the standards below. The failure of the Development Review Committee to act within

sixty (60) days, or such further time to which the applicant may agree, will be deemed to be a decision approving the site plan as submitted. In reviewing a submitted site plan regarding the standards below, the Development Review Committee may suggest alternative site plan or design approaches that could address specified deficiencies or may note that such deficiencies that cannot be avoided would have a minimal adverse impact on the property or nearby properties. The Planning Director shall be responsible for preparing a summary of all DRC decisions.

F. Effect of City Action: Approval of a site plan by the Development Review Committee, acceptance of required modifications by the applicant, or agreement by the applicant and Development Review Committee on an approach to address required modifications will constitute final action regarding site plan review. All other City building permit and City Code requirements must still be met for the proposed construction.

G. Appeals: If the Development Review Committee denies a site plan review application and the applicant wishes to appeal that denial, the applicant shall file such appeal in accordance with Section 12.6. The appeal shall be heard by the City Council.

H. Time Constraints: Unless an extension is granted by the Development Review Committee as a result of written request by the applicant showing good cause and external factors necessitating an extension, no site plan or design approval will be valid for a period longer than six months (6) unless a building permit is issued. Within one year of site plan review approval, construction must have begun and (if not completed) be actively pursued to completion.

I. Standards for Site Plan Review: In considering a site plan submitted for review, the Development Review Committee will consider the following standards:

1. The application must be complete as specified in this Chapter, other City regulations, or other requirements specified by the City.
2. Any other application for approval by the City or other jurisdiction relevant to items considered under site plan review must be successfully secured.
3. The proposed site plan or design is internally logical and safe and facilitates clear understanding of travel and circulation within the property, as well as to and from the site by vehicles, pedestrians, and bicyclists.
4. The proposed site plan and design do not interfere with easements or rights-of-way or create traffic hazards or congestion on surrounding public streets.
5. The proposed site plan or design does not adversely impact use and enjoyment of surrounding properties.
6. Outdoor storage is adequately screened.
7. The proposed site plan, or design, does not create adverse impacts related to drainage or erosion for the subject site or nearby properties and complies with all local, county, state, and federal requirements.

8. The proposed site plan or design should not place unreasonable burdens on City or other utility systems serving the site or area. The site plan should integrate site utilities into the overall existing and planned utility systems serving the City.
9. The proposed site plan or design must provide for required public improvements as may be directed in this Chapter, the Comprehensive Plan, City planning documents, or other aspects of the City Code.
10. The proposed landscape plan and site grading/stormwater management comply with all City regulations.
11. The proposed site plan or design shall not adversely impact the public health, safety, or general welfare of the community.

J. Modifications:

- During development of the site, the Planning Director may authorize an adjustment to the approved site plan if such change could have been authorized during the original review.
- Amendments to Site Plan Following Completion of Development. After a site is developed in accordance with an approved site plan, said site plan may be altered, if in the determination of the Planning Director and based on the Standards for Review above, in the same manner and subject to the same limitations as provided for the original approval of site plans.

K. Submittal Requirements: Every application submitted for site plan review will contain the following information, except that the Development Review Committee may waive items deemed unnecessary (including those concurrently required for a building permit submittal) or require additional information as needed to conduct the review:

- Plans/Drawings
 1. A graphic depicting proposed development of the subject property.
 2. A current survey, certified by a registered land surveyor, of the subject property.
 3. Legal Description of property, including real estate tax number and common address.
 4. The names and contact information of any professional consultants advising the applicant with respect to the application.
- Proof of Ownership
 1. Legal document, such as a deed, title policy, contract to purchase, etc. to show ownership.
 2. The owner's name and address, and the owner's signed consent to filing of the application.
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- Reimbursement of Fees Agreement executed by the applicant.
- For projects within the Kankakee Downtown Design District, building elevations and/or renderings showing building materials and consistency with the Downtown and Riverfront Design Guidelines.

L. Fees: All fees for Site Plan Reviews shall be as defined in the City Fee Ordinance.